

Albuquerque Area/National Programs
Indian Health Service
Occupational Safety and Health Committee Meeting
January 19, 2001

Members present:

Russell Pittman, ITSC
Bobby Villines, Safety Officer, Environmental Health Support Center
Shirley Lujan, Union Steward, ITSC
Leonore Garcia, AAO Administration
Lauren Abeita-Shortman, AAO OEH&E
Martie Aragon, AAO OEH&E
Ernestine Overfield, AAO Human Resources

Members absent:

Pat Smith, Nurse Consultant, AAO
IRS Representative
Local Bargaining Units Representative(s)

- I. Introduction
- II. General Discussion

Meeting convened at 10:10 am in conference room 2-1

- I. Introductions
- II. General Discussion

- a. The minutes of the 8/22³/00 meeting were discussed and approved.
- b. The reporting of incidents, particularly Indoor Air Quality complaints, within the building was discussed.

Recommendation: All employees will be notified to email all concerns/complaints regarding the building to Ms. Abeita-Shortman and she in-turn will forward those concerns on to Mr. Cantrell and GSA.

Also, the Acme Environmental Indoor Air Quality report should be shared with all staff.

- c. Mr. Pittman expressed a concern regarding the fire doors between AAO Contracting, AAO Human Resources and ITSC. He felt that the doors **should not** be propped open and that they interfere with the proper circulation of the building HVAC system.

This was addressed by E-mail dated 2/16/01 to keep these doors closed.

Recommendation: The Safety Officer will generate a memo addressed to the directors of the three divisions involved recommending that the fire doors be kept closed.

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- d. General safety policies and procedures.

Recommendation: The committee recommended that various safety policies and procedures should be developed including handicapped issues on evacuation. Committee members were encouraged to gather more information on policies that would be needed and provide feedback at the next meeting.

- e. Safety-related training needs of AAO/NP staff.

Recommendation: The committee should solicit their respective programs for safety-related training needs, such as ergonomics training, CPR/First Aid training, etc. and provide feedback at the next meeting.

The meeting was adjourned at 10:40 am.

The next meeting will be scheduled for the first or second week of April depending on the committee member's schedules.



Bobby T. Villines, REHS
Safety Officer